Human Resources & Technology Past, Present, & Future

San Diego County Office of Education

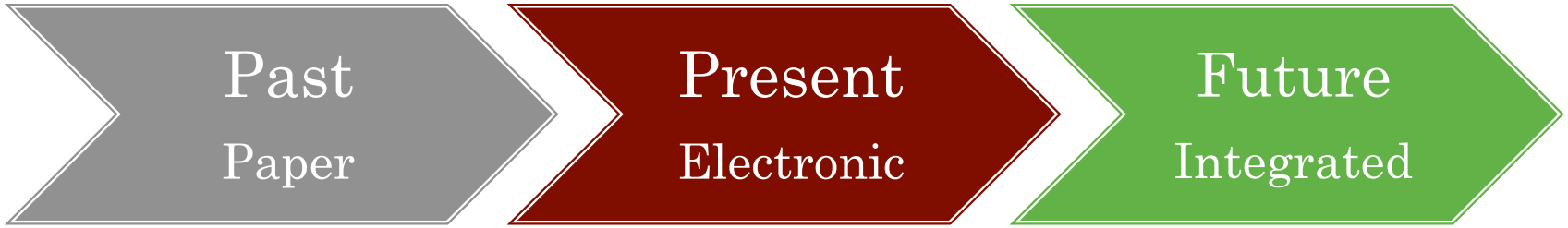
SAN DIEGO COUNTY
OFFICE OF EDUCATION

Presenters:

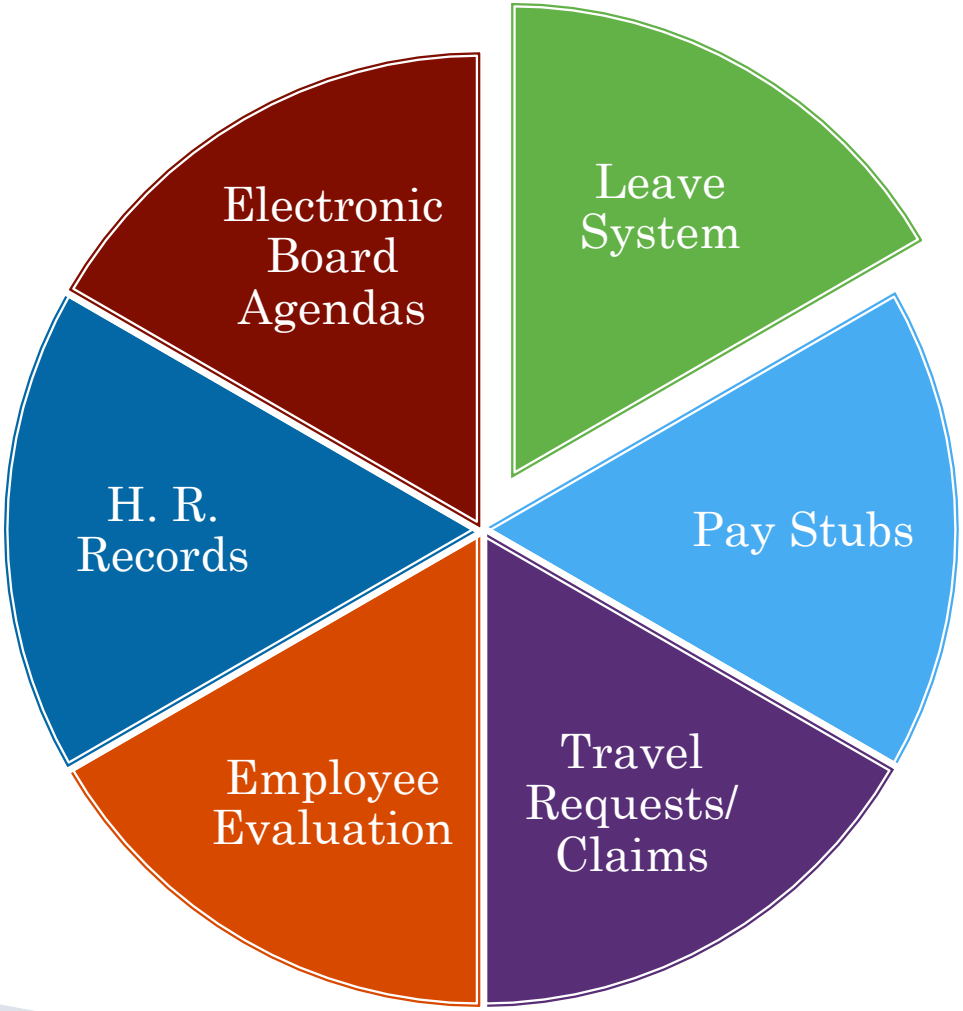
Michele Fort-Merrill:
SDCOE Executive Director Human Resources

Stephen Clemons:
SDCOE Assistant Superintendent and CTO

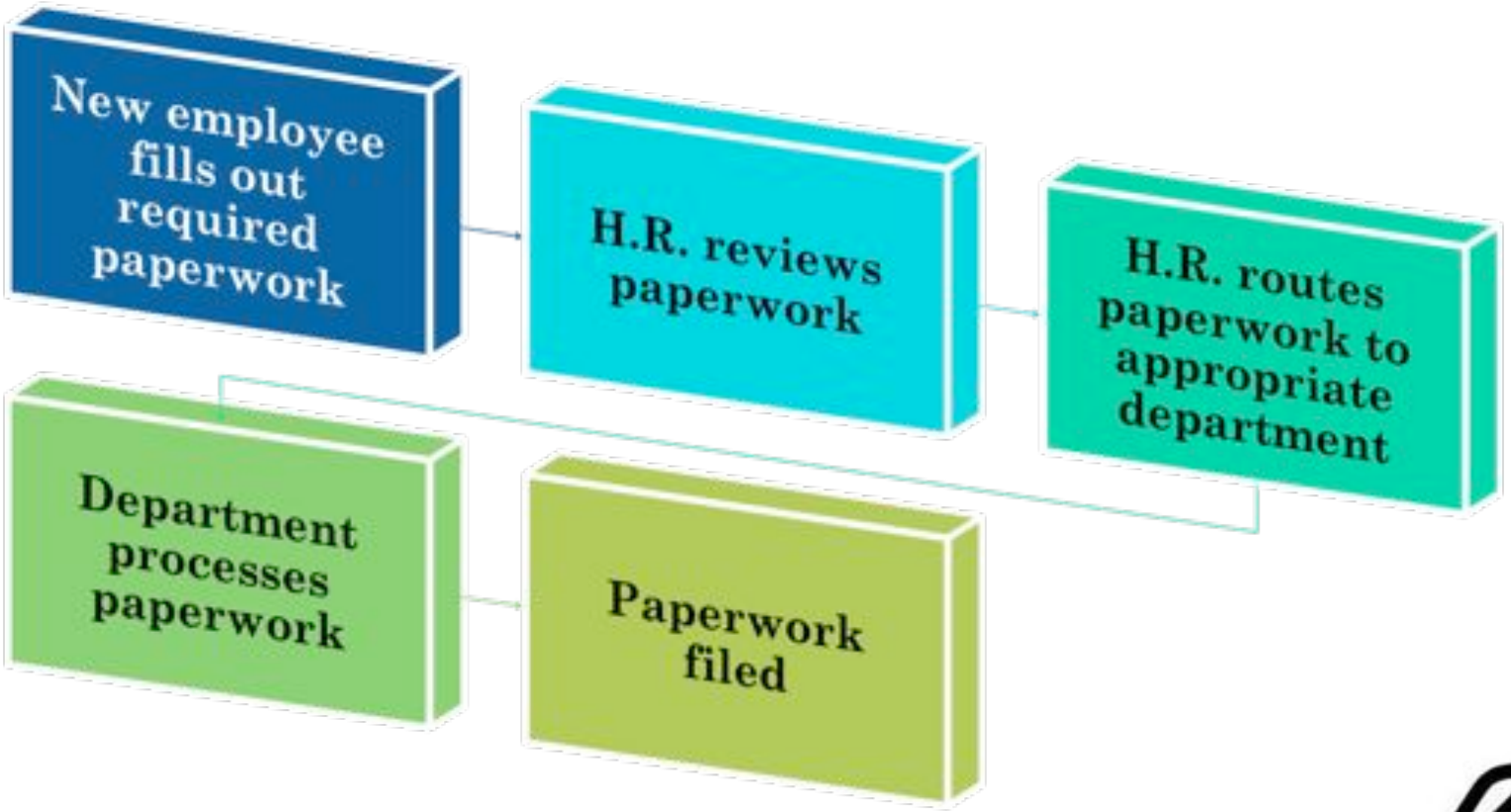
Overview of HR & Technology



Topics of Discussion



Former Employee New Hire Process



Pre-employment & New Hire Forms

List of Submissions

Pre-employment & New Hire Forms

Basic Information

HR Forms

List | Denise | I9 | Beneficiary | Retirement | Fingerprint | Acknowledge | Oath | Temp1 | Temp2

SAN DIEGO COUNTY
OFFICE OF EDUCATION

9401 Linda Vista Road, San Diego, CA 92111 - (858) 292-3500
Randolph E. Ward, Ed.D., County Superintendent of Schools

NEW EMPLOYEE INFORMATION

Date 6/4/2009 Social Security Number 0550-12-8888

Last Name Drew First Name Denise Middle Name A

Date of Birth 9/1/1990 Gender ○ Male ○ Female

Home Address1 1st Street

Home Address2

City San Diego State Ca Zip 92127

Home Phone 619 (Area Code) 451-3861 (Phone Number) Email Address Denise@gmail.com

Cell Phone (Area Code) (Phone Number) Verify Email Address

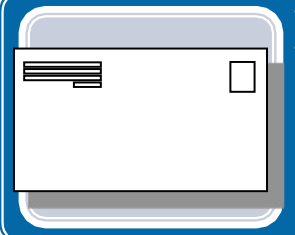
Former Fingerprinting Process

Client phones or goes to office

- Fill out paper form
- Set appointment
- Update paper calendar

Fingerprinting

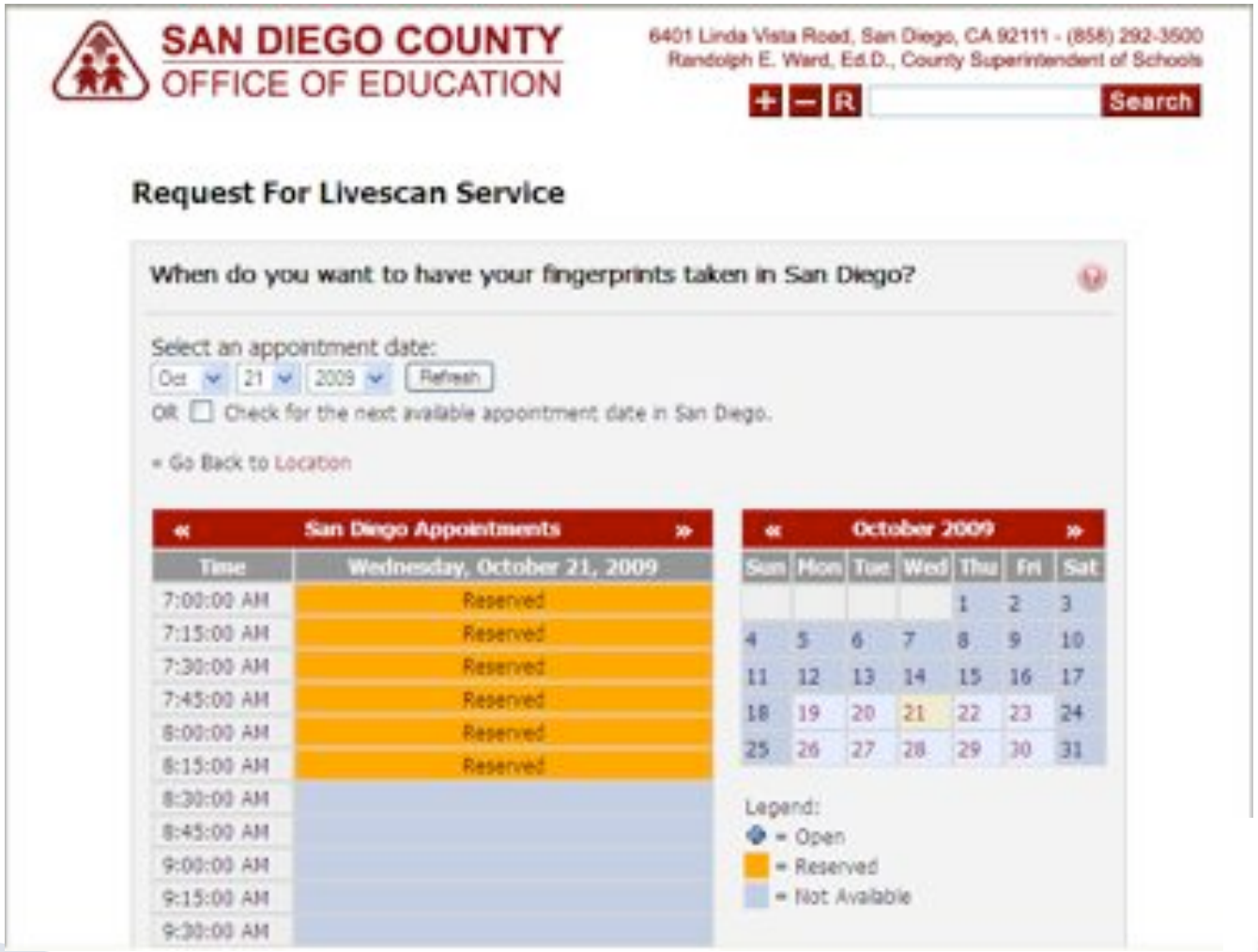
- Client goes to fingerprint appointment



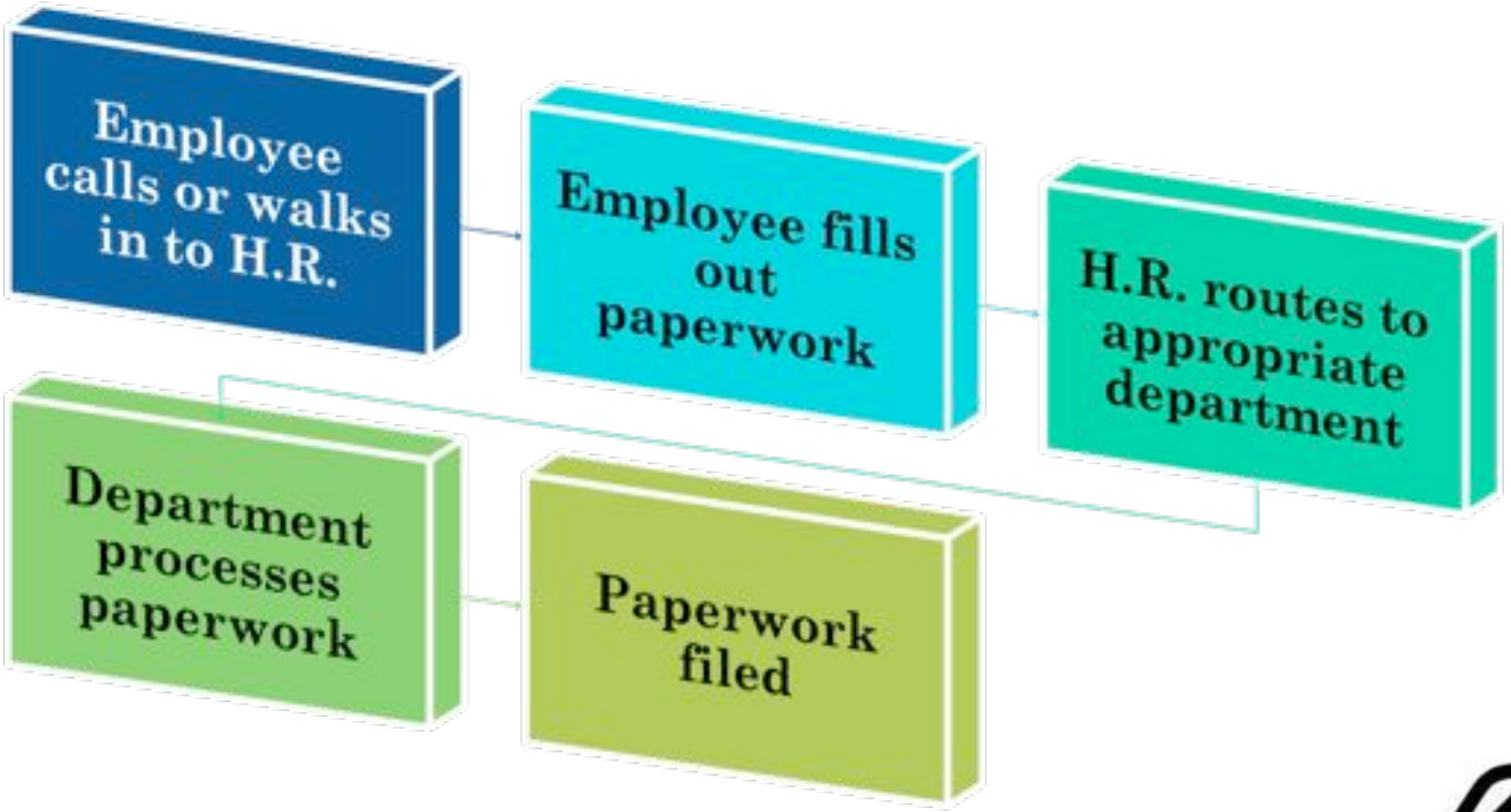
Results

- Response from Clearing House sent on paper to SDCOE
- District contacts SDCOE for results

Fingerprint Services



Former Employee Contact Information Process



Employee Contact Information

Name: **DOE, John**
Soc. Sec. Name: **Doe, John**
Emp ID: 420-032
Save Information

NOTE: To make a name change you must present an original Social Security Card to Human Resources in Room 404.

*Home Address 1: 1234 High Bluffs Drive
Home Address 2:
*Home City: San Diego
*Home State: CA *Home Zip: 92111 -
☑ Unlisted Home Phone
Home Phone: 858 569-3535
Cell Phone: 858 484-5151
Message Phone:

☐ Fill Mailing Address same as Home Address

*Mailing Address 1: P.O. Box 1234
Mailing Address 2:
*Mailing City: San Diego
*Mailing State: CA *Mailing Zip: 92111 -

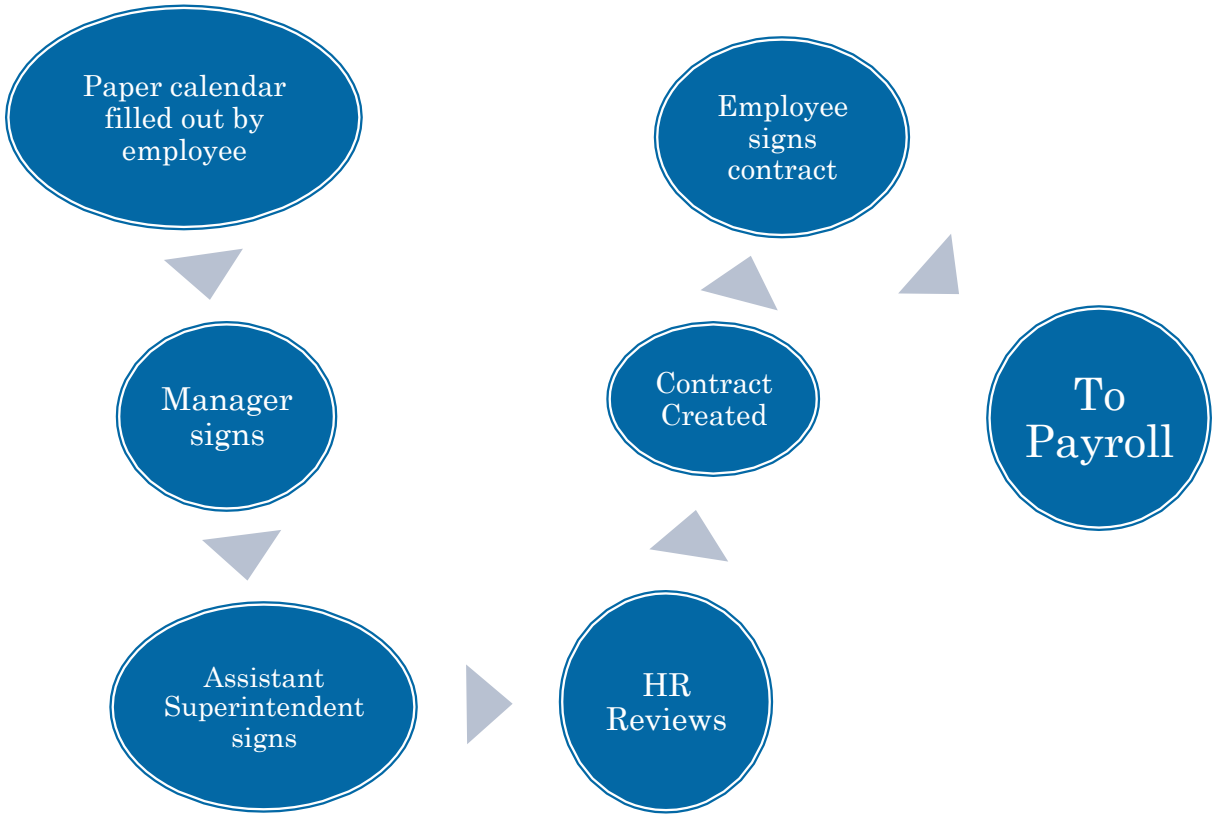
Work Email: cmorales@sdcoe.net
(To change SDCOE email, contact User Support Services: 858-292-3626)
Work Phone: 858 292-5357

Secondary Email:
(This email address, which could be your home email, will only be used in the event of an emergency)

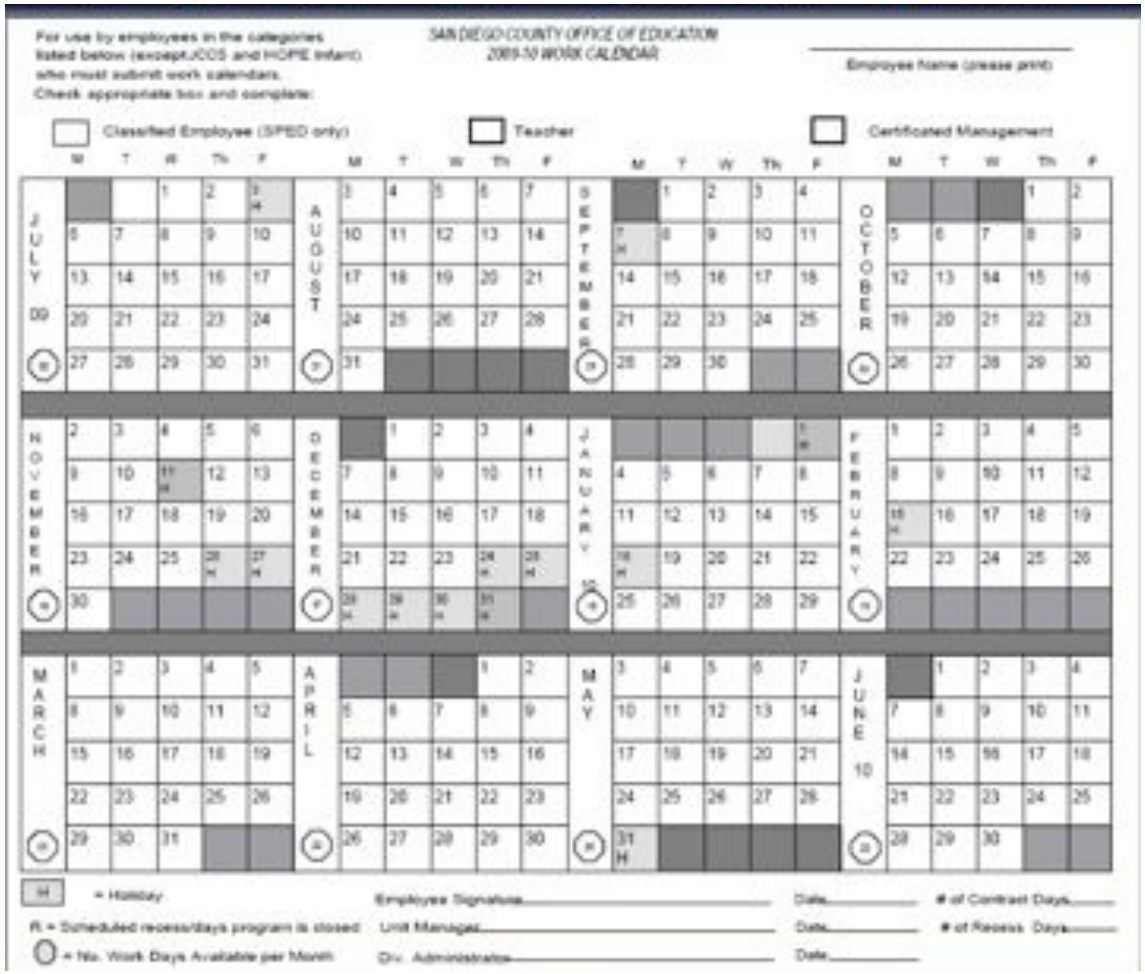
EMERGENCY CONTACT INFORMATION

Name: Martha Spouse
Phone 1: 858 222-3333
Phone 2:

Employee Calendar Process



Paper Employee Calendar



For use by employees in the categories listed below (except JCCS and HOPE Infant) who must submit work calendars.
Check appropriate box and complete:

SAN DIEGO COUNTY OFFICE OF EDUCATION
2009-10 WORK CALENDAR

Employee Name (please print)

☐ Classified Employee (SPED only) ☐ Teacher ☐ Certificated Management

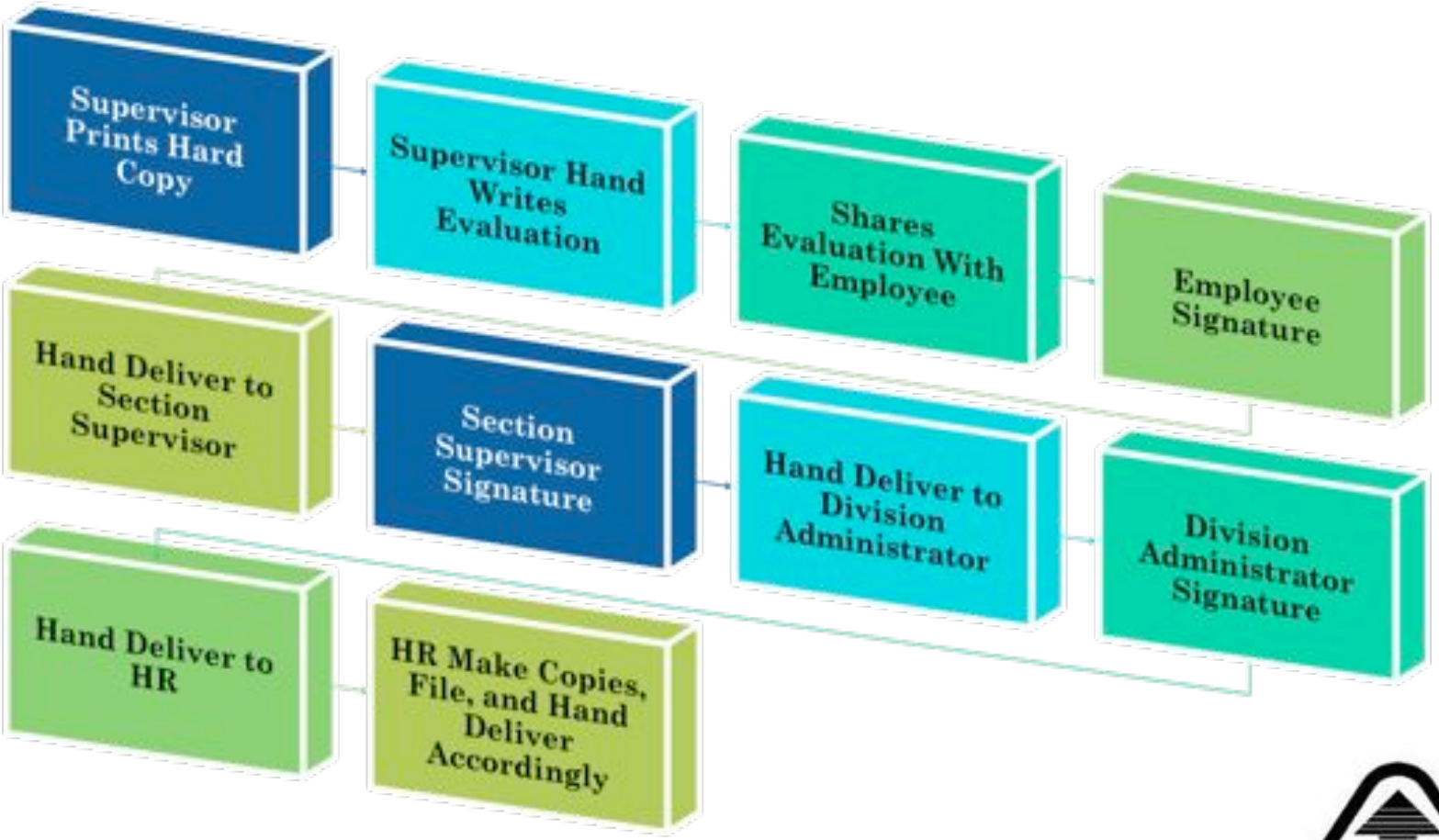
	M	T	W	Th	F
JULY 09			1	2	3 H
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
(0)	27	28	29	30	31
AUGUST	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
(0)	31				
SEPTEMBER		1	2	3	4
	7 H	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
(0)	28	29	30		
OCTOBER				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
(0)	26	27	28	29	30
NOVEMBER	2	3	4	5	6
	9	10	11 H	12	13
	16	17	18	19	20
	23	24	25	26 H	27 H
(0)	30				
DECEMBER		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24 H	25 H
(0)	28 H	29 H	30 H	31 H	
JANUARY 10					1 H
	4	5	6	7	8
	11	12	13	14	15
	18 H	19	20	21	22
(0)	25	26	27	28	29
FEBRUARY	1	2	3	4	5
	8	9	10	11	12
	15 H	16	17	18	19
	22	23	24	25	26
(0)					
MARCH	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
(0)	29	30	31		
APRIL				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
(0)	26	27	28	29	30
MAY	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
(0)	31 H				
JUNE 10		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
(0)	28	29	30		

H = Holiday
R = Scheduled recess/days program is closed
(0) = No. Work Days Available per Month

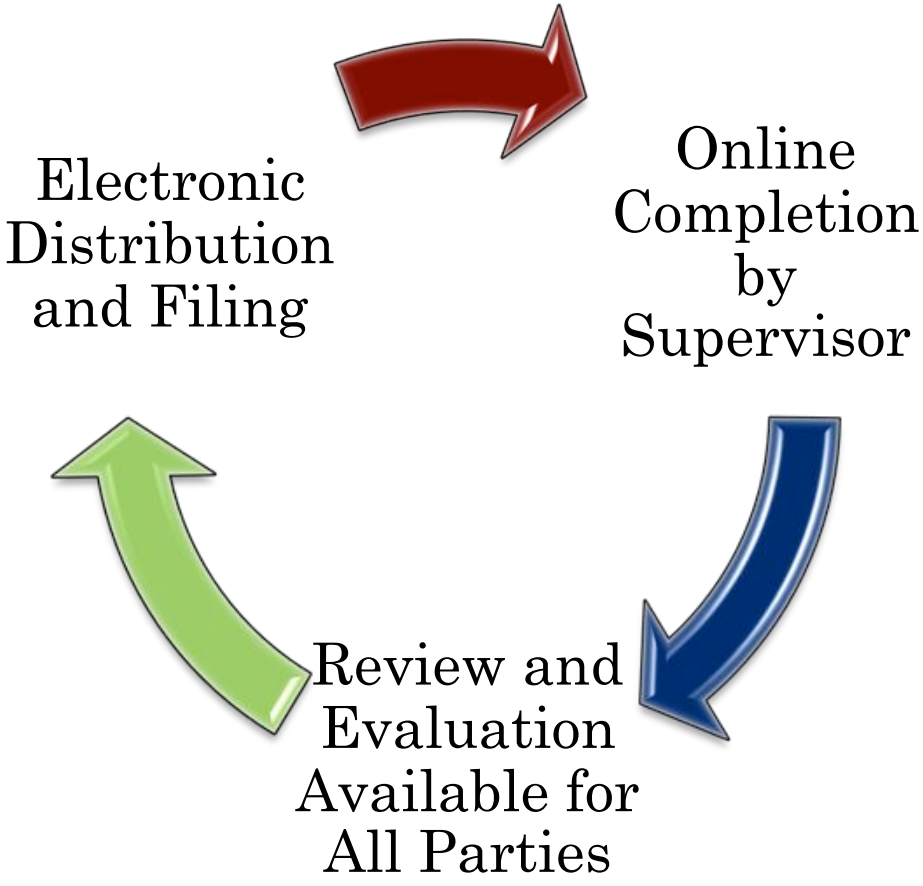
Employee Signature _____ Date _____ # of Contract Days _____
Unit Manager _____ Date _____ # of Recess Days _____
Div. Administrator _____ Date _____

Employee Contract Calendar

Past: Employee Evaluation System



Current: Employee Evaluation System



Human Resources Files: Past

HR Document Imaging

Document Imaging

Uses at SDCOE: Internal Business: PO's and Invoices, JCCS Student Records, HR (Employee records, Recruitment records, BTSA records) and more.

REASONS TO USE DOCUMENT IMAGING .

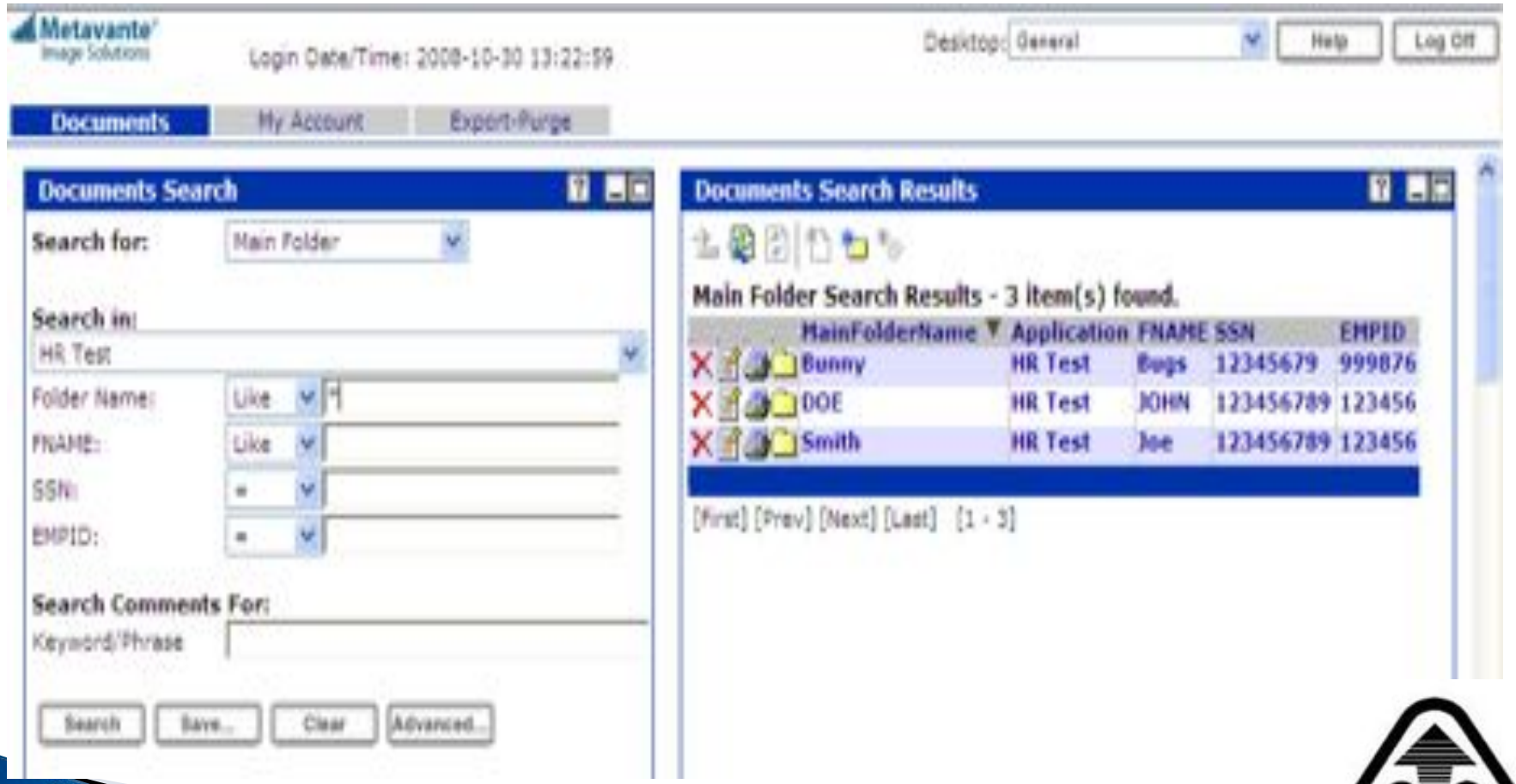
- **Enhance customer service by providing immediate access to information**
- **Reduces staff time in handling documents**
- **Reduce costs associated with storage of paper documents**
- **Reduce risk by strengthening legal and regulatory compliance**
- **Eliminate expensive duplication and distribution of documents**
- **Provide for critical document recovery in the event of a disaster**

Barcode Recognition

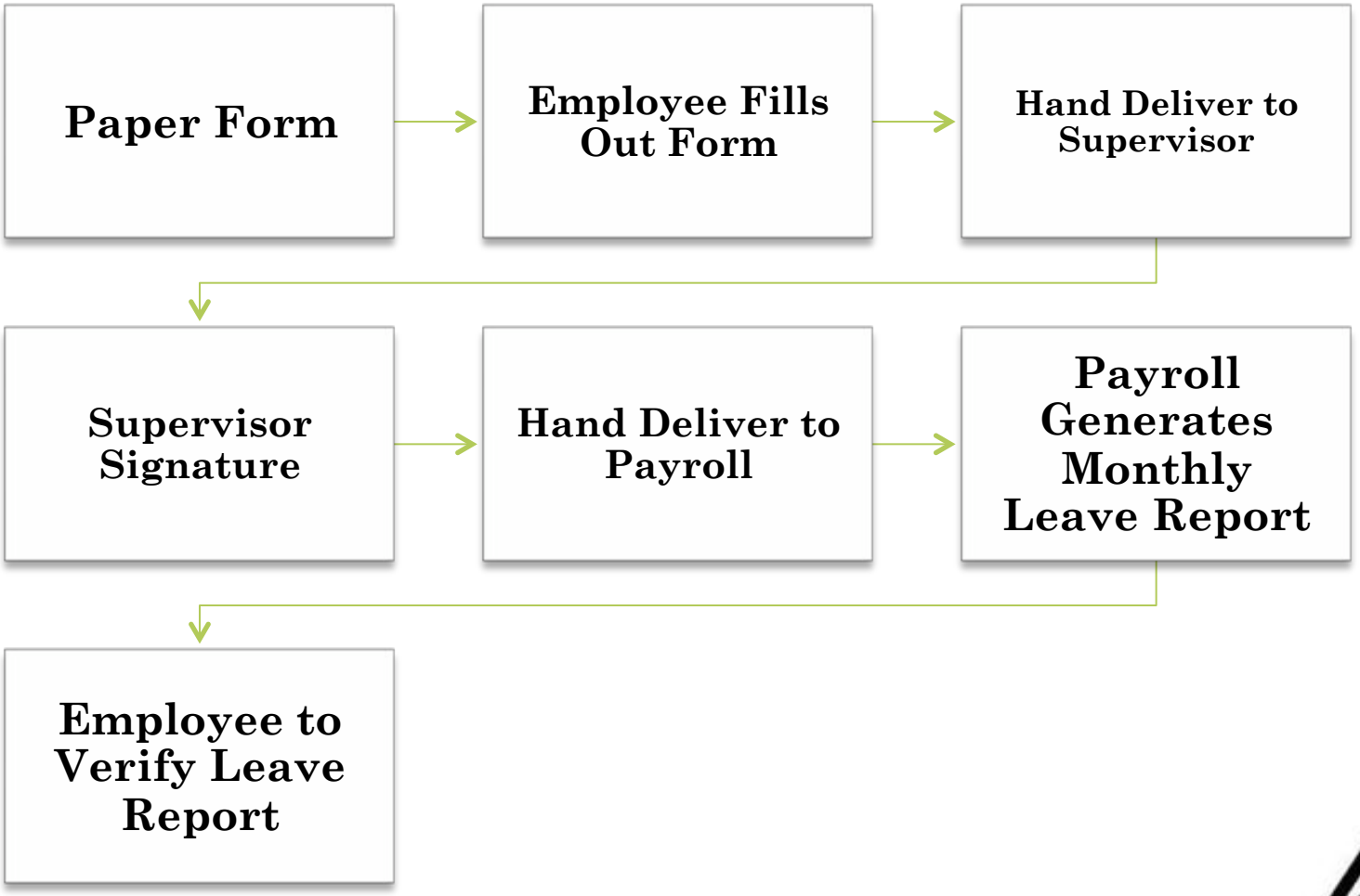
Documents can be scanned with barcode cover sheets and binder cover sheets, which tells the system where to place the scanned images. IE: Places the documents in the correct employees electronic folder under the correct binder category.

Easy to use browser based system that works on Microsoft Windows systems.

70,000 + SDCOE employee documents have been scanned and stored in the system.



Leave System



Leave System

SDCOE ABSENCE REPORT FORM

1. Division/Section

ABSENCE PERIOD: # of Hours | Date From | Date To

Social Security Number (last 4 digits only)

2. NAME (*First* *Middle* *Last*)

EMPLOYMENT STATUS
Permanent
Probationary

3. TYPE OF ABSENCE:

ABSENCE WITH PAY

Illness, self - # of hours_____

Personal Necessity-# of hours_____
(8 days maximum per fiscal year)
Check all that apply
Medical/Dental Appointment (family member)
Illness (family member)
Spouse Child Parent
Other (explain below)

Personal Business-# of hours_____
(2 days maximum per fiscal year)

Vacation - # of hours_____

Bereavement (Relationship)_____

350 Miles/Out of State Travel Required:
Yes No

Compensatory Time Off
# of hours_____

Catastrophic Leave

Short-term Military Leave
Attach Military Duty Orders

INDUSTRIAL ILLNESS OR INJURY

Industrial Disability Leave

Date of Injury: _____

JURY DUTY

Summons Attached (copy)

Court Certification Attached
Note: Hours not certified by the court will be charged to employee's vacation time

FMLA REQUEST (explain below)

CERTIFICATED

Recess - # of hours _____

ABSENCE WITHOUT PAY

Leave Without Pay
# of hours _____

Temporary Leave
(30 calendar days or less)

Long-Term Leave
(31+ calendar days)

Reason for leave request:

RECOMMENDATION OF SUPERVISOR

Approval Recommended

Approval NOT Recommended

4.

To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements

Employee Signature ▶ Date

5. STATEMENT BY PHYSICIAN *(may be required at the discretion of the SDCOE)*

Doctor Statement Attached

As Physician, I examined and treated:
Patient Name:_____
On date: _____
Date first unable to work:_____
Date able to return to work:_____
If still disabled, give estimated date of return to work:_____

SIGNATURE OF PHYSICIAN: _____ ADDRESS:_____
PRINT NAME: _____
PHONE: _____

6.

SIGNATURE OF SUPERVISOR ▶ _____ DATE _____

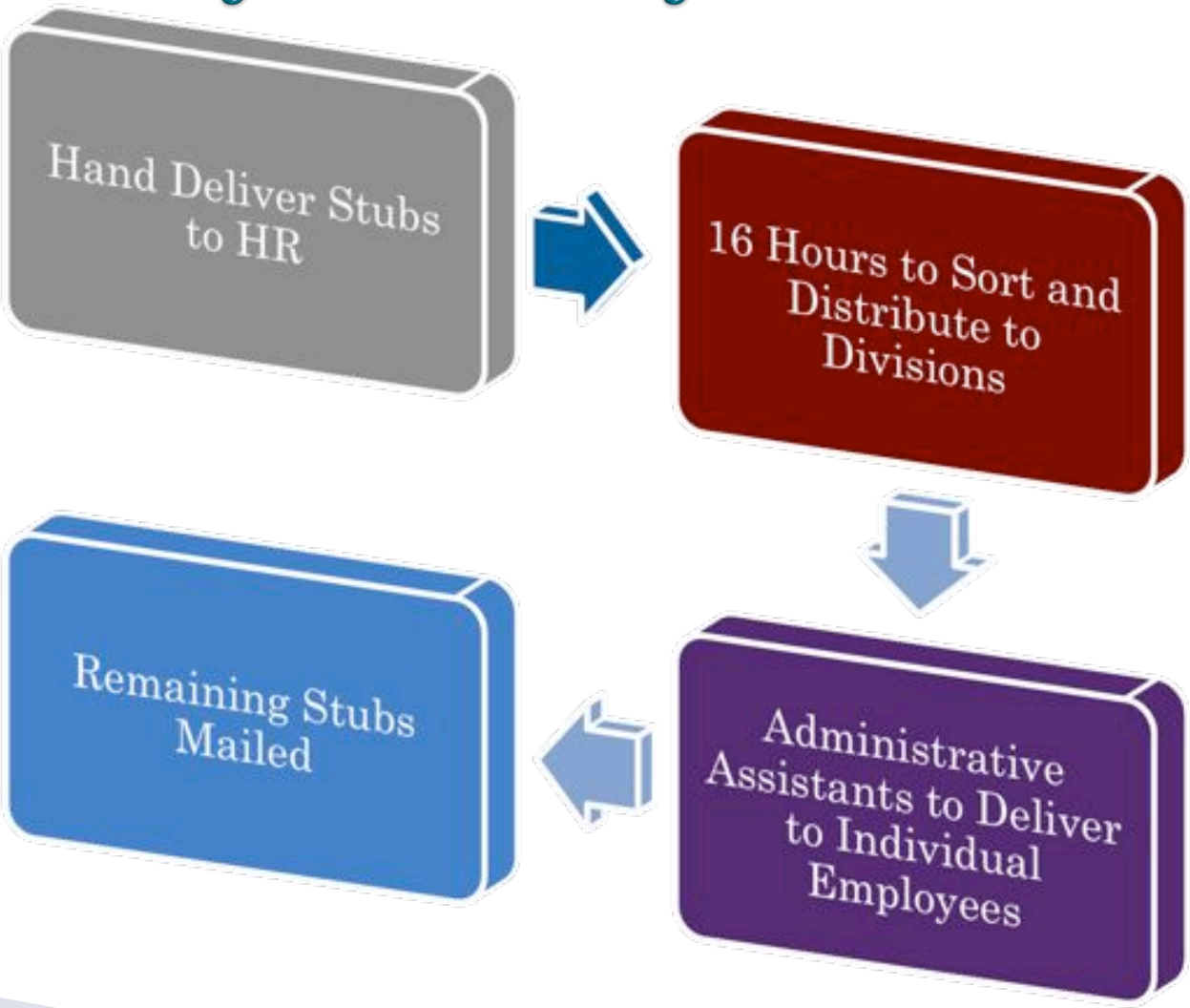
(Give signed copy to employee PRIOR to submission to payroll.)

Internal Business Only
Recorded by: _____
Date: _____
Notes: _____

Form 102 - Internal Business/Human Resources San Diego County Office of Education 10-04

Present: Intranet

Past: Pay Stub System



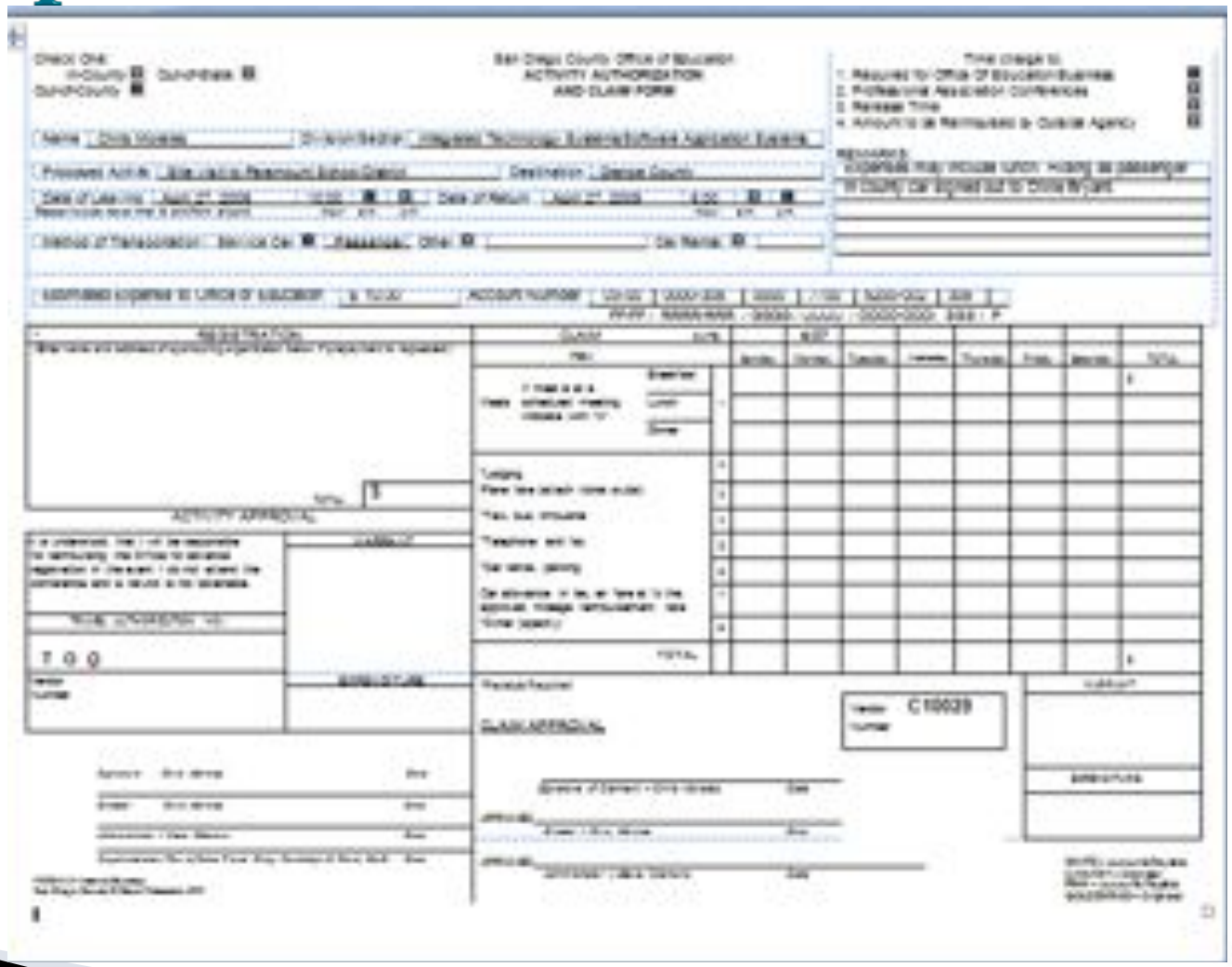
Online Pay Stub System

- 12 Hours Staff Time Saved Per Month in Sorting Time

- 25-30 Staff Hours Saved in Distribution Per Month

Past: Travel Requests/Claims

Paper Travel Authorization



Travel Requests/Claims

WELCOME TO THE SDCOE INTRANET

Search Intranet

List Forms | Add Form | Routing | Setups

List my pending records | List all pending records | List all history records

Pending Travel Authorizations

View	Employee	Date Leaving	Activity	Destination	Status	Reviewer
	Karen Connaghan	9/3/2009	Apple Briefing	San Jose, CA (Cupertino)	Claims	Charlotte Murray
	Suzanne Wilka	9/3/2009	Implementation Training	Imperial Valley	Empl. Review	Suzanne Wilka
	Daniel Yee	11/3/2009	Share Point Unleased Conference and Expo	Irvine, CA	Claims	Lynn O'Neal
	Suzanne Wilka	9/9/2009	Testing TA	Santa Barbara	Claims	Rosa Hickle
	Harry Bloom	10/23/2009	21st Century Learners Symposium 09	Los Angeles	Claims	Grace Ames
	Christopher Morales	10/15/2009	Spotlight on Education Speaker Series	University of San Diego	Claims	Lynn O'Neal
	Christopher Brawner	10/15/2009	Spotlight on Education Series	USD's Educational Dev. Academy	Claims	Rosa Hickle

Board Agenda: Past

Typical Agenda: 125 Pages

BOARD OF EDUCATION - SAN DIEGO COUNTY

Agenda #01

Regular Meeting of Wednesday, January 14, 2009, 6:00 p.m.
San Diego County Office of Education
Ernest J. Dronenburg, Jr. Board Room
(Joe Rindone Regional Technology Center)
6401 Linda Vista Road, San Diego, California

In accordance with the Americans with Disabilities Act, if accommodations are required, please call the Board Secretary 48 hours in advance at (858) 292-3515 and every effort will be made to accommodate your request.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at 6401 Linda Vista Road, Room 509, San Diego, California 92111; at our website at http://www.sdcoe.net/theboard.asp; or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Kathy Bowers at (858) 292-3515.

All comments from the public on agenda items will be heard at 6:00 p.m. Comments on non-agenda items will be heard just prior to the conclusion of the business meeting (Item VII).

Page # **I. OPENING PROVISIONS**

A. Call to Order and Roll Call

B. Pledge of Allegiance to the Flag

C. Introduction of Student Representative on County Board of Education

D. Public Comment on Agenda Items

E. Board Organization

1 1. Election of Officers for 2009

F. Approval of Agenda

II. APPROVAL OF CONSENT ITEMS

Items listed in this section are considered to be routine and are acted on by the Board in one motion. It is understood that the Superintendent recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

A. Approval of Minutes: Board of Education Special Meeting – December 17, 2008

B. Approval of Minutes: Board of Education Regular Meeting – December 17, 2008

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Agenda #01

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SDCOE Future Projects

Automated Substitute Employee Finder System

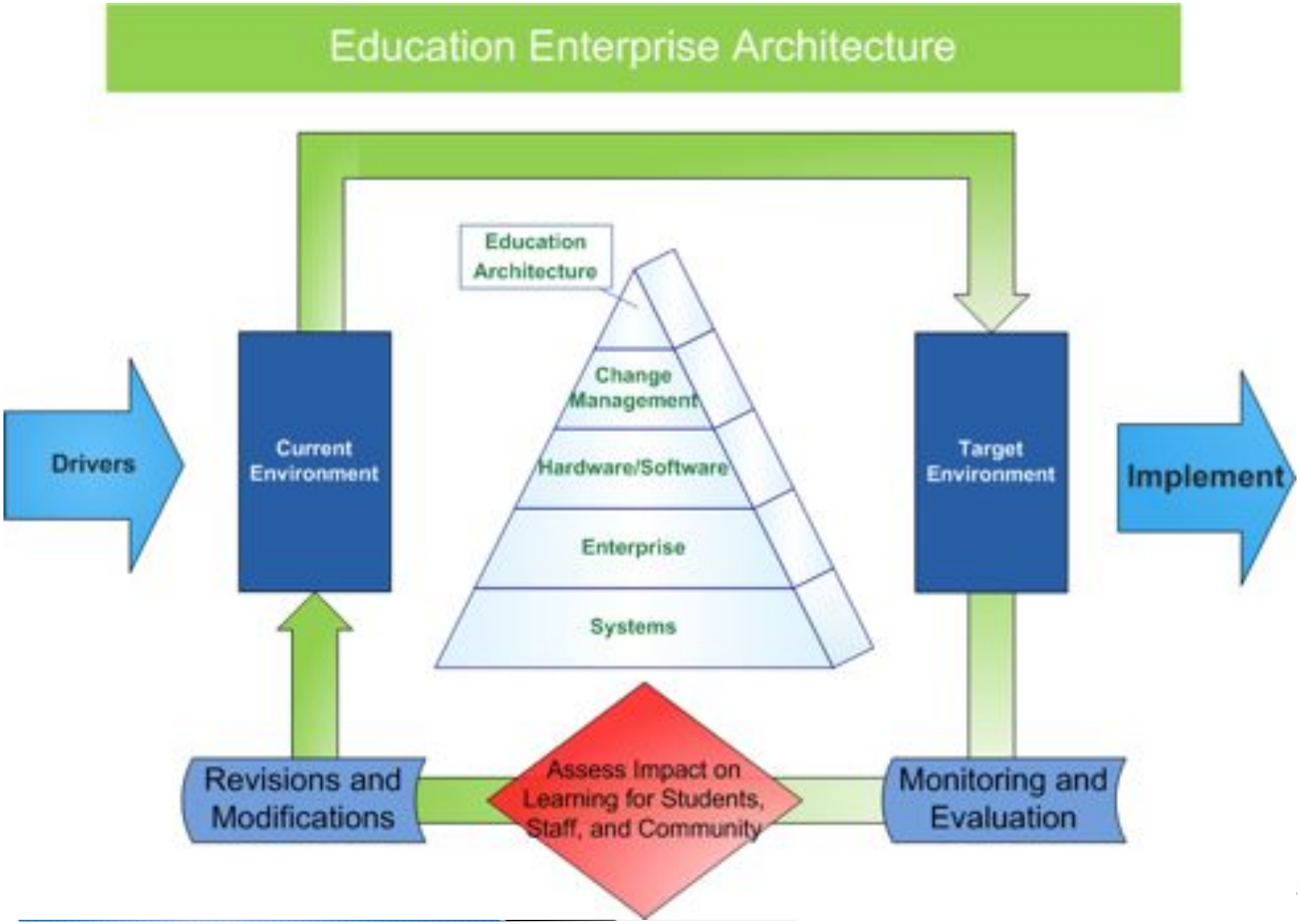
- Automatic Substitute Calling
- Automated Recoding of Employee Absence & Substitute Placement
- Reduction of Substitute Paperwork and Time Sheets
- Centralized Control Over Approved Substitutes

Current Timesheets System

		# of EE's	# of timesheets
Substitutes	Limited Term	195	241
TA's	Limited Term	299	356
Classified	Limited Term	153	212
	Monthly	17	18
	Monthly OT	102	124
Certificated	Limited Term	35	43
	Monthly	10	12
		811	**1006**
Time to Process & Audit			100 Hours

SDCOE Future…

- Develop and implement an architectural framework and systems approach to assess the current environment, assess the needs of the future, and close the gap between the two.


Education Enterprise Architecture
Education Architecture
Change Management
Hardware/Software
Enterprise
Systems
Drivers
Current Environment
Target Environment
Implement
Revisions and Modifications
Assess Impact on Learning for Students, Staff, and Community
Monitoring and Evaluation

HR/Payroll/Finance System Improvements

- Online Access and Reporting
- Complete Integration Between All Systems (HR/Payroll/Finance/SIS/etc.)
- Position Control
- Comprehensive Pre-Loaded Report Templates
- High Interactive Functionality
- High Level Analytics

Questions